

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>MODE</u>	<u>POSITION</u>	<u>DEFAULT/COMMENTS</u>
Record Identification	4	A/N	1 - 4	Required 024I
Program Code	1	A/N	5 - 5	Required 1=Stafford 2=SLS 3=Consolidation 4=PLUS
Borrower SSN	9	N	6 - 14	Required
Transaction Code	1	A/N	15 - 15	Required C=Conversion D=Disbursement E=Extension F=Refund P=Paid-in-full, Paid-in-full due to Consolidation or Paid-in- full/Return Check R=Preclaim Cancellation V=Void/Uninsured X=Cancellation
FAPS Loan ID Number	9	A/N	16 - 24	Required SYY999999-Stafford LYY999999-SLS PYY999999-PLUS CYY999999-Consolidation
Stafford Code	1	A	25 - 25	Space Required for Stafford Combo loans with Sub/Unsub under the same loan ID. Applied to disbursement, refund, paid-in- full/return check, uninsured status's and cancellation transactions only. S=Subsidized U=Unsubsidized A=All
Date of Disbursement	8	N	26 - 33	Zero CCYYMMDD (optional)
Transaction Date	8	N	34 - 41	Required CCYYMMDD
Amount of Transaction	7	N	42 - 48	Zero 99999V99 Required for all transactions

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LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

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				except extensions and preclaim cancellations.
Fee Collected	6	N	49 - 54	Zero 9999V99 Required for disbursements and paid-in-full/return check transactions.
Reason Code	2	A/N	55 - 56	Space Left Justify, blank fill Required to all transactions except cancellations and conversions. See instructions on the Data Element Description.
Lender ID	8	N	57 - 64	Required Left justify, zero fill
Maturity Date	8	N	65 - 72	Zero CCYYMMDD Required for conversions.
Override Code	1	A/N	73 - 73	Space Required for disbursements made after the end of the loan period. L=Late Disbursement
Lender Received Date	8	N	74 - 81	Zero CCYYMMDD Required for refunds.
Deferment Start Date	8	N	82 - 89	Zero CCYYMMDD Required for extensions.
Deferment Stop Date	8	N	90 - 97	Zero CCYYMMDD Required for extensions.
Repayment Stop Date	8	N	98 - 105	Zero CCYYMMDD Required for conversions and PLUS disbursements.
School ID	8	N	106 - 113	Left justify, zero fill. Required for EFT and extensions with reason codes of "HT" or "FT".
Enrollment Status	1	A/N	114 - 114	Space Required for extensions with reason codes of "HT" or "FT".

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<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>MODE</u>	<u>POSITION</u>	<u>DEFAULT/COMMENTS</u>
Enrollment Status Date	8	N	115 - 122	Zero CCYYMMDD Required for extensions with reason codes of "HT" or "FT".
Anticipated Graduation Date	8	N	123 - 130	Zero CCYYMMDD Optional on extensions with reason codes of "HT" or "FT".
Borrower Name	32	A/N	131 - 162	Space (optional) Last, First MI
Student SSN	9	N	163 - 171	Zero (optional) for PLUS transactions.
Student Name	32	A/N	172 - 203	Space (optional) Last, First MI
Filler	15	A/N	204 - 218	Space
Disbursement <u>Identifier</u>	1	N	219 - 219	Optional for the following Transactions: Disbursement Cancellation Paid-in-full / Returned Check  0=Default 1=First disbursement 2=Second disbursement 3=Third disbursement 4=Fourth disbursement
Filler	72	A/N	220 - 291	Space
*Submitter Use*	20	A/N	292 - 311	Space (Not supported at this time). Submitter use only
Filler	169	A/N	312 - 480	Space

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
Record Identification	A code which identifies the type of transaction.	Required 024I
Program Code	A code which identifies the type of loan.	Required 1=Stafford 2=SLS 3=Consolidation 4=PLUS
Borrower SSN	Social Security number of the borrower.	Required
Transaction Code	A code which indicates the type of transaction.	Required C=Conversion D=Disbursement E=Extension F=Refund P=Paid-in-Full, Paid-in-Full due to consolidation or Paid-in-Full/Return Check R=Preclaim Cancellation V=Void/Uninsured X=Cancellation
FAPS Loan ID Number	A unique identifier assigned by FAPS to the loan at time of guarantee. Used as a database key to identify loan. First character of the ID identifies the type of loan, the next two indicate the year the loan was guaranteed, the last six characters are a sequential number assigned by FAPS.	Required SYY999999=Stafford LYY999999=SLS CYY999999=Consolidation PYY999999=PLUS
Stafford Code	A flag indicating Stafford loan type. Required for transactions affecting combination loans (subsidized and unsubsidized portions of a loan both held under the same FAPS loan ID).	U=Unsubsidized S=Subsidized A=All
Date of Disbursement (Loan	The date on which the lender	Zero

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

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<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
Date)	<i>first</i> disbursed a loan either by the issuance of a check or through an electronic transfer of loan funds.	CCYYMMDD (optional)
Transaction Date	For disbursement and paid-in-full/return check transactions, the actual disbursement date of the affected segment. For all other transactions, the date the transaction was transmitted to the Commission (should match processing date field in the header and trailer).	Required CCYYMMDD
Amount of Transaction	For disbursement and paid-in-full/return check transactions the amount of the affected segment. For refund transactions, the amount of the refund. For extension and preclaim cancellation transactions, no value is required. For all other transactions, the original guaranteed amount of the loan.	Zero 99999V99
Fee Collected	The amount of the insurance premium fee collected for the particular disbursement segment. Required for disbursement and paid-in-full/return check transactions.	Zero 99999V99
Reason Code	A code which indicates the reason for the transaction type.	Left justify, space fill for single character codes. <b>Conversion</b> Space <b>Disbursement</b> N=Normal disbursement A=Reduced disbursement without canceling remaining disbursement amounts. Lender required to recalculate premium fee.

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

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<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
		<p>U=Reduce single disbursement loan and cancels remaining amount of loan.</p> <p>P=Partially disburse a multiple disbursement loan and cancel the remaining disbursement segments. Can be used to combine disbursement segments and cancel the remaining amount.</p> <p><b>Extension</b></p> <p>For deferment start date prior to 7/1/95:</p> <p>D=New deferment</p> <p>E=Extend existing deferment</p> <p>For deferment start date 7/1/95 or after:</p> <p>AC=ACTION Programs</p> <p>AP=Armed Forces or PHS</p> <p>EH=Economic Hardship</p> <p>FB=Forbearance</p> <p>FT=Full Time Student</p> <p>GF=Graduate Fellowship</p> <p>HT=Half Time Student</p> <p>IR=Internship/Residency</p> <p>NO=NOAA</p> <p>PC=Peace Corps</p> <p>PL=Parental Leave</p> <p>TD=Temporary Disability</p> <p>RT=Rehabilitation Training</p> <p>TE=Tax Exempt Organizations</p> <p>TS=Teacher Shortage</p> <p>UE=Unemployment &lt;3 years</p> <p>UN=Unemployment &lt;2 years</p> <p>WM=Working Mother</p> <p><b>Refund</b></p> <p>I=Ineligible Borrower</p> <p>T=Tuition Refund</p> <p><b>Paid-in-Full</b> (Borrower fulfilled obligation)</p> <p>Space</p> <p><b>Paid-in-Full due to Consolidation</b></p>

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

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<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
		20=Loan consolidated <b>Paid-in-Full/Return Check</b> R=Returned first disbursement P=Returned second or subsequent disbursement <b>Preclaim Cancellation</b> 01=Payments made by borrower 02=Still in school, grad date changed 03=Still in school, in-school deferment used 04=Unemployment deferment used 05=Other deferment used 06=Forbearance on loan 07=Bankruptcy 08=Death or permanent disability 09=Other <b>Void/Uninsured</b> 75=Loan is ineligible for re-insurance <b>Cancellation</b> Space
Lender Identification	USDE lender code number, plus two digit branch code assigned by the Commission.	Required
Maturity Date	Date the guaranteed loan is anticipated to be paid-in-full by the borrower. Required for conversions.	Zero CCYYMMDD Day defaults to 1st of month.
Override Code	Required to late disbursement transactions (disbursements occurring after the loan period end date).	Space L=Late disbursement
Lender Received Date	Date the partial refund was received by the lender. Required for refund transactions.	Zero CCYYMMDD
Deferment Start Date	Date the reported deferment	Zero

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
	began. Required for extension transactions.	CCYYMMDD
Deferment Stop Date	Date the reported deferment will end. Required to extension transactions.	Zero CCYYMMDD
Repayment Start Date	Date the loan will re-enter repayment. Not necessarily the original repay start date. Required for PLUS disbursements and conversion transactions.	Zero CCYYMMDD
School Identification	USDE school code number, plus two digit branch code. Required for EFT disbursement transactions and extension transactions with reason code of "HT" (half time student) or "FT" (full time student).	Zero
Enrollment Status	Required for extensions with reason codes of "HT" (half time student) or "FT" (full time student).	Space H=Half time F=Full time
Enrollment Status Date	Date the reported enrollment status information was certified. Value will be compared to FAPS database to see if data is more current than value currently on system. If information is more recent, enrollment status date will be updated. Required for extensions with reason codes of "HT" (half time student) or "FT" (full time student).	Zero CCYYMMDD
Anticipated Graduation Date	Borrower's anticipated graduation date for reported loan. Optional on extensions with reason codes of "HT"	Zero CCYYMMDD



**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
	(half time student) or "FT" (full time student). If provided and status date > current FAPS status date, graduation date field for loan will be updated.	
Borrower Name	Optional for all transactions. Comma separates last name from first name and middle initial.	Space Last,First MI From Input, if provided; If not provided, from FAPS.
Student SSN	Optional for PLUS loan transactions.	Zero From Input, if provided. If not provided, from FAPS.
Student Name	Optional for PLUS transactions. Comma separates last name from first name and middle initial.	Space Last,First MI From Input, if provided. If not provided, from FAPS.
Disbursement Identifier	<p>When a "0" value is present, the FAPS system logic will determine the disbursement segment that the transaction will be applied to. For cancellation and paid-in-full / return check transactions, all disbursement segments in an anticipated status with a disbursement identifier greater than the identified disbursement will be cancelled (e.g., FAPS logic identifies disbursement 2, disbursement 3 and 4 will be cancelled).</p> <p>When 1-4 value is present, it represents the specific number of the disbursement segment assigned at time of guarantee. When used, it identifies the specific segment the transaction is applied to. If it's provided with cancellation or paid-in-full /</p>	<p>0=Default 1=First disbursement 2=Second disbursement 3=Third disbursement 4=Fourth disbursement</p>

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST INPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

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	return check transactions, other disbursement segments within the same loan are not affected by the transaction.	
Submitter Use	Not supported at this time. Pass through field for general use.	For Submitter Use

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>MODE</u>	<u>POSITION</u>	<u>DEFAULT/COMMENTS</u>
Record Identification	4	A/N	1 - 4	Required 024F
Program Code	1	A/N	5 - 5	Required 1=Stafford 2=SLS 3=Consolidation 4=PLUS
Borrower SSN	9	N	6 - 14	Required
Transaction Code	1	A/N	15 - 15	Required C=Conversion D=Disbursement E=Extension F=Refund P=Paid-in-full, Paid-in-full to Consolidation or Paid-in- full/Return Check R=Preclaim Cancellation V=Void/Uninsured X=Cancellation
FAPS Loan ID Number	9	A/N	16 - 24	From Input SYY999999-Stafford LYY999999-SLS PYY999999-PLUS CYY999999-Consolidation
Stafford Code	1	A	25 - 25	Space S=Subsidized U=Unsubsidized A=All
Date of Disbursement (Loan Date)	8	N	26 - 33	Zero CCYYMMDD
Transaction Date	8	N	34 - 41	Required CCYYMMDD
Amount of Transaction	7	N	42 - 48	Zero 99999V99
Fee Collected	6	N	49 - 54	Zero 9999V99
Reason Code	2	A/N	55 - 56	Space (codes listed on Data Element Description) Left justify, blank fill
Lender ID	8	N	57 - 64	Required Left justify, zero fill

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

<u>FIELD DESCRIPTION</u>	<u>LENGTH</u>	<u>MODE</u>	<u>POSITION</u>	<u>DEFAULT/COMMENTS</u>
Maturity Date	8	N	65 - 72	Zero CCYYMMDD
Override Code	1	A/N	73 - 73	Space L=Late Disbursement
Lender Received Date	8	N	74 - 81	Zero CCYYMMDD
Deferment Start Date	8	N	82 - 89	Zero CCYYMMDD
Deferment Stop Date	8	N	90 - 97	Zero CCYYMMDD
Repayment Start Date	8	N	98 - 105	Zero CCYYMMDD
School ID	8	N	106 - 113	Left justify, zero fill
Enrollment Status	1	A/N	114 - 114	Space
Enrollment Status Date	8	N	115 - 122	Zero CCYYMMDD
Anticipated Graduation Date	8	N	123 - 130	Zero CCYYMMDD
Borrower Name	32	A/N	131 - 162	Space Last, First MI From Input if provided; if not provided, from FAPS
Student SSN	9	N	163 - 171	Zero For PLUS loans. From Input if provided; if not provided, from FAPS.
Student Name	32	A/N	172 - 203	Space Last, First MI From Input if provided; if not provided, from FAPS.
Filler	15	A/N	204- 218	
Disbursement Identifier	1	N	219 - 219	0=Default 1=First disbursement 2=Second disbursement 3=Third disbursement 4=Fourth disbursement
Submitter Use	20	A/N	220 - 239	Space (Not supported at this time) Submitter use only

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

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Filler	30	A/N	240 - 269	Space
Report Transaction Type	1	A/N	270 - 270	Required G=Good; Accepted H=Reject
Number of Errors	2	N	271 - 272	Space Total number of errors. Required for report transaction type "H".
Error Table	32	A/N	273 - 304	Space Error codes occurring up to 8 times. Error codes will be 4 digit numeric, plus the letter "E" to indicate error.
Filler	176	A/N	305 - 480	Space

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
Record Identification	A code which identifies the type of transaction.	Required 024F
Program Code	A code which identifies the type of loan.	Required 1=Stafford 2=SLS 3=Consolidation 4=PLUS
Borrower SSN	Social Security number of the borrower.	Required
Transaction Code	A code which indicates the type of transaction.	Required C=Conversion D=Disbursement E=Extension F=Refund P=Paid-in-full, Paid-in-full to Consolidation or Paid-in-full/Return Check R=Preclaim Cancellation V=Void/Uninsured X=Cancellation
FAPS Loan ID Number	A unique identifier assigned by FAPS to the loan at time of guarantee. Used as a database key to identify loan. First character of the ID identifies the type of loan, the next two indicate the year the loan was guaranteed, the last six characters are a sequential number assigned by FAPS.	Space From Input SYY999999=Stafford LYY999999=SLS CYY999999=Consolidation PYY999999=PLUS
Stafford Code	A flag indicating Stafford loan type. Required for transactions affecting combination loans (subsidized and unsubsidized portions of a loan both held under the same FAPS loan ID).	U=Unsubsidized S=Subsidized A=All
Date of Disbursement	The date on which the lender	Zero

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
(Loan Date)	<i>first</i> disbursed a loan either by the issuance of a check or through an electronic transfer of loan funds.	CCYYMMDD
Transaction Date	For disbursement and paid-in-full/return check transactions, the actual disbursement date of the affected segment. For all other transactions, the date the transaction was transmitted to the Commission (should match processing date field in the header and trailer).	Required CCYYMMDD
Amount of Transaction	For disbursement and paid-in-full/return check transactions, the amount of the affected segments. For refund transactions, the amount of the refund. For extension and preclaim cancellation transactions, no value is required. For all other transactions, the original guaranteed amount of the loan.	Zero
Fee Collected	The amount of the insurance fee collected for the particular segment. Required for disbursement and paid-in-full/return check transactions.	Zero
Reason Code	A code which indicates the reason for the transaction type.	Left justify, space fill for single character codes <b>Conversion</b> Space <b>Disbursement</b> N=Normal disbursement A=Reduce disbursement without canceling remaining. Lender to recalculate fee. U=Reduce single disbursement loan and cancels

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

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		<p>remaining amount of loan.  P=Partially disburse a multiple  disbursement loan and cancel  the remaining disbursement  segments. Can be used to  combine disbursement  segments and cancel the  remaining amount.</p> <p><b>Extension</b>  For deferment start date prior  to 7/1/95  D=New deferment  E=Extend existing deferment  For deferment start date  7/1/95 or after  AC=ACTION Programs  AP=Armed Forces or PHS  ED=Economic Hardship  FB=Forbearance  FT=Full Time Student  GF=Graduate Student  HT=Half Time Student  IR=Internship/Residence  NO=NOAA  PC=Peace Corps  PL=Parental Leave  PP=Parental PLUS Borrower  RT=Rehabilitation Training  TD=Temporary Disability  TE=Tax Exempt Organizations  TS=Teacher Shortage  UE=Unemployment &lt;3 years  UN=Unemployment &lt;2 years  WM=Working Mother</p> <p><b>Refund</b>  I=Ineligible Borrower  T=Tuition Refund</p> <p><b>Paid-in-Full</b> (borrower fulfilled  obligation)  Space</p> <p><b>Paid-in-Full due to  Consolidation</b>  20=Loan consolidated</p> <p><b>Paid-in-Full/Return Check</b>  R=Returned first disbursement  P=Returned second or</p>



**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

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		subsequent disbursement <b>Preclaim Cancellation</b> 01=Payments made by borrower 02=Still in school, grad date changed 03=Still in school, in-school deferment used 04=Unemployment deferment used 05=Other deferment used 06=Forbearance on loan 07=Bankruptcy 08=Death or permanent disability 09=Other <b>Void/Uninsured</b> 75=Loan ineligible for re- insurance <b>Cancellation</b>
Lender Identification	USDE Lender code number, plus two digit branch code assigned by the Commission.	Required
Maturity Date	Date the guaranteed loan is anticipated to be paid-in-full by the borrower. Required for conversion.	Zero CCYYMMDD Day defaults to 1st of month
Override Code	Required for late disbursement transactions (disbursements occurring after the loan period end date).	Space L=Late disbursement
Lender Received Date	Date the partial refund was received by the lender. Required for refund transactions.	Zero CCYYMMDD
Deferment Start Date	Date the reported deferment began. Required to extension transactions.	Zero CCYYMMDD

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

<b><u>FIELD DESCRIPTION</u></b>	<b><u>DEFINITION</u></b>	<b><u>VALID VALUES</u></b>
Deferment Stop Date	Date the reported deferment will end. Required to extension transactions.	Zero CCYYMMDD
Repayment Start Date	Date the loan will enter or re-enter repayment. Not necessarily the original repay start date. Required to PLUS disbursements and conversion transactions.	Zero CCYYMMDD
School Identification	USDE School code number, plus two digit branch code. Required for extension transactions with reason codes of "HT." (half time student) or :FT: (full time student).	Zero
Enrollment Status	Required to extensions with reason codes of "HT" (half time student) or "FT" (full time student).	Space H=Half time F=Full time
Enrollment Status Date	Date the reported enrollment status information was certified: Value will be compared to FAPS database to see if data is more current than value currently on system. If information is more recent, enrollment status date will be updated. Required for extensions with reason codes of "HT" (half time student) or "FT" (full time student).	Zero CCYYMMDD
Anticipated Graduation Date	Borrower's anticipated graduation date for reported loan. Optional on extensions with reason codes of "HT" (half time student) or "FT" (full time student). If provided and	Zero CCYYMMDD

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

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	status date > current FAPS status date, graduation date field for loan will be updated.	
Borrower Name	Comma separates last name from first name and middle initial.	Space Last,FirstMI From Input if provided; If not provided, from FAPS.
Student SSN	PLUS loan transactions only.	Zero From Input if provided; If not provided, from FAPS.
Student Name	Comma separates last name from first name and middle initial.	Space Last,FirstMI From Input if provided; If not provided, from FAPS.
Disbursement Identifier	When a "0" value is present, the FAPS system logic will determine the disbursement segment that the transaction will be applied to. For cancellation and paid-in-full / return check transactions, all disbursement segments in an anticipated status with a disbursement identifier greater than the identified disbursement will be cancelled (e.g. FAPS logic identifies disbursement 2, disbursement 3 and 4 will be cancelled).	0=Default 1=First disbursement 2=Second disbursement 3=Third disbursement 4=Fourth disbursement
	When 1-4 value is present, it represents the specific number of the disbursement segment assigned at time of guarantee. When used, it identifies the specific segment the transaction is applied to. If it's provided with cancellation or paid-in-full / return check transactions, other disbursement segments	

**CALIFORNIA STUDENT AID COMMISSION  
LOAN SYSTEM  
ELECTRONIC RECORD LAYOUT**

**LENDER MANIFEST OUTPUT RECORD**

**DATA ELEMENT DESCRIPTIONS**

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	within the same loan are not affected by the transaciton.	
Submitter Use	Not supported at this time. Pass through field for general use.	For submitter use.
Report Transaction Type	Flag indicating if transaction was accepted or rejected.	G=Accepted H=Reject
Number of Errors	Value indicating the number of FAPS edits the input transaction erred against.	Zero
Error Table	Four byte error code, plus the letter "E" indicating the unique error incurred. Up to eight errors can be held by this field.	Space